MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills and abilities of MCG employees. Below are the classes available for December 2021. Classes and events are available on a first come, first served basis.

Special Events For information contact: OLM.Admin@montgomerycountymd.gov			
Class	**Audience**	**Date**	**Time**
Our Montgomery: Bringing Data into Your Work	All	Dec 9	9 – 10:30 am
In Our Own Voices: Telling Our Stories	All	Dec 9	10 – 11:30 am

Mandatory Training For information contact: OLM.Admin@montgomerycountymd.gov			
Class	**Audience**	**Date**	**Time**
Interviewing and Selecting Employees	Required for staff who serve on an Employment Interview Panel	Dec 7	1 – 4 pm
Preventing Workplace Harassment	All Employees, Contractors, and Interns	Dec 7	9 am – noon
Substance Abuse CDL-DOT	Supervisors and Managers	Dec 8	9:30 am – 12:30 pm
Limited English Proficiency (LEP)	All Frontline Employees	Dec 14	1 – 3 pm
Contract Drafting and Risk Management	All Contract Administrators	Dec 21	9 am – 1 pm

General Training For information contact: OLM.Admin@montgomerycountymd.gov			
Class	**Audience**	**Date**	**Time**
Managing Employee Performance Online Class	All	Dec 1	9 – 11 am
Managing Staff Through Change and Stress	All	Dec 1	9 – 11 am
De-Escalation Techniques for Dealing with Difficult People	All	Dec 2	10 – 11:30 am
Mastercard P-Card	Employees who are authorized to use Purchase Cards as part of their job in MCG	Dec 3	1 – 3 pm
Managing Negativity in the Workplace	All	Dec 7	9 – 11 am
Leadership Skills for Supervisors and Project Managers	All	Dec 9	1 – 3 pm
Effective Business Writing	All	Dec 14	11:15 am – 1:15 pm
Effective Communication	All	Dec 14	9 – 11 am
Montgomery County On-line Print Shop	All	Dec 14	1 – 2:30 pm
Health Insurance Planning for Retirement	All	Dec 15	11 am - 12:30 pm
ERS Retirement Planning- ERS Groups A,E,F,G, H, J	All	Dec 15	9:30 – 10:30 am
Enhanced Employment Application and Qualification Process	All	Dec 16	10 am – noon
Leave Without Pay (LWOP) for Employees	All	Dec 16	11 am – noon
Mastercard P-Card	Employees who are authorized to use Purchase Cards as part of their job in MCG	Dec 16	1 – 3 pm
Managing Staff During Stressful Times	Supervisors and Managers	Dec 15	9 – 11 am

MCG LEADS Training
For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Meditation for Aspiring Leaders	All	Dec 1	noon – 12:30 pm
Meditation for Aspiring Leaders	All	Dec 15	noon – 12:30 pm
Saboteurs – How to Build Mental Fitness	All	Dec 22	noon – 1 pm

Innovation Events
For information contact: Innovation@montgomerycountymd.gov
To register: https://www.eventbrite.com/o/innovation-montgomerycountymdgovinnovation-32374283673

Class	Audience	Date	Time
Applying Liberating Structures to Your Work/Life	All	Dec 14	noon – 1 pm

Equity and Inclusion Training
For information contact: Andrea.Gardner@montgomerycountymd.gov

Class	Audience	Date	Time
Advancing Racial Equity: The Role of Government Class	All	Dec 1	9:30 am – 1:30 pm

Technology Training
For information contact: Change.Management@montgomerycountymd.gov

Class	Audience	Date	Time
Microsoft Teams Level 200	All	Dec 8	10 – 11 am
OneDrive	All	Dec 9	2 – 3 pm
Managing Files in OneDrive, Teams & SharePoint	All	Dec 14	noon – 1 pm
Excel Level 100	All	Dec 15	10 – 11 am
Excel Level 200	All	Dec 21	11 am – 12:30 pm

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self-Service no later than 48 hours in advance of a virtual class or event. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class or event.**

- MCG employees, contractors, volunteers **with** an MCG Computer Network Login: AccessMCG ePortal and go to Employee Self Service, then Learner Home. Under the Search field "Class," enter the registration keyword. For assistance, review: Enroll in a Class.

- Contractors, volunteers **without** an MCG Computer Network Login: AccessMCG Extranet Portal

Americans with Disabilities Act (ADA) Accommodations

Please contact the Office of Human Resources, Training Division, at 240-777-5116 or email OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to an event or class to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.